



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for the Gifted	Application Number <b>82-44</b>	
Application Number		Date Received <b>FEB 8 1982</b>	Date Completed <b>FEB 17 1982</b>
2. Person to Contact Margaret O. Bynum		Working Title Coordinator	Telephone Number 656-2428
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1976      present		5. Records Series Title (followed by title used in office, if different)  PROGRAM FOR THE GIFTED BUDGET REFERENCE FILES	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Coordinator of Programs for the Gifted is responsible for planning, organizing and administering a statewide program for gifted students that will enable local education agencies to meet the educational needs of identified gifted students and the mandates of state and federal regulations. The Coordinator supervises consultants who work with local education agencies and others; and provides assistance to local education agencies in planning, implementing, operating and evaluating special education programs for the gifted. The Coordinator is also responsible for planning and implementing a statewide staff development program for personnel in the area of the gifted; preparing state and federal budgets for the program; and administering a federally funded state program in the area of the gifted.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Reimbursing State Advisory Committee members for expenses incurred to attend Documents relating to: / <b>Paying</b> instructors to attend Spring and Fall Staff Development Workshops and other meetings, and to paying for substitute teachers during instructors' absences from school. Included are: travel expense vouchers, copies of purchase orders and requisitions, records of payments to substitute teachers, lists of attendees, etc. Also included are logbooks containing requisition number, system/individual's name, date, amount of payment, and which meeting attended. Also included are Statewide Advisory Committee expense accounts for travel and subsistence.  File is arranged: chronologically by fiscal year; thereunder by name of workshop/meeting.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>seldom</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Accounting
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>1</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

*Margaret D. Byrum* 2-4-82

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Heyman Culp</i>	<i>2/5/82</i>	<i>Walker L. Baumgardner</i>	<i>2-5-82</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Wm. L. ...</i>	<i>2-16-82</i>
State Auditor/Designee		Secretary of State/Designee	Date
<i>[Signature]</i>		<i>Carroll Hunt</i>	<i>2-15-82</i>
Attorney General/Designee			